

~~ADMINISTRATIVE INTERNAL USE ONLY~~

21 September 1970

MEMORANDUM FOR THE RECORD:

SUBJECT: Meeting on Motorized Shelving Project at Records Center

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25X1A6a

On Friday 18 September I picked [REDACTED] up at 8:00 a.m., National Airport to take him to [REDACTED] to meet with our Engineers and representatives of the Records Center to review the proposed floor plan for installation of motorized shelving in the Center.

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The reason for this meeting was to permit [REDACTED] the opportunity to review a few changes that I felt could be made in this layout prior to its submission to the vendors.

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With tape measure in hand we measured all questionable areas and found that we can increase the capacity as illustrated in [REDACTED] draft proposal by approximately 1,500 cubic feet which will result in a 45% increase over the present capacity. This will be confirmed after [REDACTED] returns to [REDACTED] and discusses these changes with his engineers.

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All in attendance, Messers, [REDACTED] (Records Center), [REDACTED] Engineers Office), [REDACTED]

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[REDACTED] and the undersigned spent the rest of the day discussing and clarifying for [REDACTED] all the changes in the draft proposal that was sent to the four (4) companies that will bid on the project. This clarification included all the points that [REDACTED] discussed with us earlier last week.

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This was a very profitable day and we can be assured that there will be no question as to the completeness of the proposal. I would like to state that I feel Mr. [REDACTED] prepared a very fine list of specifications and with the minor changes as discussed and agreed upon at this meeting and the previous meeting, we should be able to proceed with all concerned knowledge of their particular requirements and performances.

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I dropped Mr. [REDACTED] at Dulles Airport in time to meet a 6:00 P.M. plane for his return to [REDACTED]

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Mr. [REDACTED] could send the specs out to all the bidders within the next two weeks and that they (the vendors) would have 30 days to submit them to [REDACTED]

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